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Suggested Items for OTR INSTRUCTOR HANDBOOK

1. Introduction by the Director of Training: the mission of OTR; criteria for selection of instructors, qualifications and qualities; training as a career, rotation in other components; assignment of personnel of other components to OTR for tours of duty as instructors; philosophy of OTR training.
2. Duties of the OTR instructor.
3. Learning: theories; rate; practice; factors affecting.
4. Planning instructional/learning activities: principles of learning related to instructional activities.
5. Course and curriculum planning; lesson plans; syllabi.
6. Methods of instruction: lecture; demonstrations; discussions; seminars; role playing; practical work and exercises; on-the-job training; problem-solving techniques; selection criteria.
7. Operational training; techniques; tutorial.
8. Training materials for instructors, students; workbooks.
9. Training aids; types; how used; preparation; evaluation of effectiveness.
10. Evaluation methods; purposes; reporting; test construction; use by instructor/supervisor.
11. Individual differences; implications to the instructor.
12. Motivation, how used by the instructor.
13. Personality development; implications to the instructor and classroom situations.
14. Services available to the instructor:
 - a. Assessment and Evaluation
 - b. Educational Specialist
 - c. Plans and Policy Staff

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- d. Registrar
- e. Support Staff, OTR
- f. Library

- 15. Functions of Overseas/OB.
- 16. The JOT Program.
- 17. Liaison outside OTR; guest lecturers; contacts with other Agency components; contacts with other U. S. Government agencies.
- 18. Component and on-the-job training.
- 19. Index of pertinent Agency, CE, and OTR Regulations and Notices.
- 20. Organization chart - OTR.

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